

## **Federation Trustee Online Training: Frequently Asked Questions**

### **Changes to the Board of Trustees**

**1. What do federations need to do when there is a change to the Board of Trustees**

There is no need for federations to inform NFWI when trustees are elected or step down, but please keep the MCS updated when changes occur.

**2. Can a Federation Trustee be appointed before they complete the online training?**

Yes, a Federation Trustee can be elected before they complete the training. However, the online training is a mandatory requirement of the trustee role and, to ensure that the new trustee understands the responsibilities of the role, they will need to be completed within 3 months of election. Federations can signpost those interested in a trustee role to the training prior to election.

### **Online Training**

**1. Who is the training open to?**

The training is open to all, and federations can also signpost any potential trustees to the training prior to their election. Additionally, Federation Secretaries may wish to complete the training for their own understanding.

**2. How will federations know who has completed the training**

Trustees will be asked to forward their certificates to the federation on receipt. This will allow federations to keep their own records of who has completed the training and ensure those who haven't yet completed the training are reminded – please note, the training is a mandatory part of the trustee role.

Additionally, similarly to the WI Adviser Training, federations will be contacted when a member within their federation has completed the training – notifications will be sent monthly. If you do not hear from us this means no one from the federation completed the training in this period. Updates will come via email from the NFWI Learning & Development Team via [wilearninghub@nfwl.org.uk](mailto:wilearninghub@nfwl.org.uk)

**3. Is the online training free?**

Yes. NFWI covers all costs for the development and delivery of the online training.

#### **4. How will trustees access the online training?**

The Federation Trustee online training can be accessed via the WI Learning Hub: <https://learninghub.thewi.org.uk/book-federation-trustee-training/>

We have created a step-by-step guide to aid in the access and completion of this training. The guide can be found in the [Federation Secretary & Trustee area](#).

#### **5. What will the Federation Trustee Training cover?**

The Federation Trustee Training is modular and will cover the following areas:

- Module 1: The Role of a Trustee
- Module 2: Charity Law & the Regulators
- Module 3: Governance & the WI
- Module 4: Financial Management
- Module 5: Reputation Management
- Module 6: Trustee Skills Development

Additionally, trustees will be asked to complete the WI Core Training before undertaking the training specific for trustees. The WI Core Training covers the following modules:

- Module A: Introduction to the WI
- Module B: The Constitution
- Module C: Policies & Procedures

#### **6. Why do I have to complete the WI Core Training first?**

The WI Core modules cover an introduction to the WI, an overview of the Constitution, and an in-depth look at the Policies and Procedures established by the NFWI. The content gives context about organisation before moving onto more role specific training. The modules are intended to be relevant to those in both federation and WI roles as well as for those who simply want to know more about the WI. The Core Training will take approximately 2 hours to complete, with additional reading available.

#### **7. How long will the Federation Trustee Training take to complete and do I have to complete it in one sitting?**

The Federation Trustee Training will take approximately 3.5 hours to complete, with additional reading to complement the content available, the duration of the additional reading will vary depending on the individual's existing knowledge and experience. All internal training of this format is available at anytime, trustees can pick up each module as required and revisit the content at any time. Simply save the link detailed in your confirmation email.

#### **8. When will I receive my certificate?**

Certificates are generated on a monthly basis and will be sent via email from the Test Portal site. Please check your spam/junk folder.

## **9. How often will the online training be reviewed?**

The NFWI will also do a short formal review every two years. Ad hoc amendments or additions will be made should there be any changes to charity law or legislation for example.

## **Additional Support**

### **1. Is there any additional training available?**

To support your continued development within the trustee role, the NFWI hold a variety of regular training sessions on subjects such as; Conflict Management, Communication Skills, and Equality, Diversity & Inclusion. These sessions are shared with federations via the weekly email and are available to book on the WI Learning Hub: <https://learninghub.thewi.org.uk/at-home/courses/business-training>.

For further trustee training, please see the Institute of Chartered Accountants in England and Wales. We have a step-by-step guide for accessing this training package in the Federation Roles Resources section on the WI Learning Hub: <https://learninghub.thewi.org.uk/tutors/federation-secretary-and-trustee-resources/>

### **2. Who should I contact with any queries?**

Any training queries should be directed to the NFWI Learning & Development Team by emailing [wilearninghub@nfwl.org.uk](mailto:wilearninghub@nfwl.org.uk)

There is a list of each NFWI teams contact details in the [WI Handbook](#). If you aren't sure which team to contact, please get in touch with [HQ@nfwl.org.uk](mailto:HQ@nfwl.org.uk) and your query will be passed on accordingly.

## **Useful Links**

Website: [www.theWI.org.uk](http://www.theWI.org.uk)

My WI: [My WI | Please login to continue \(thewi.org.uk\)](#)

WI Learning Hub: <https://learninghub.thewi.org.uk/>